

SUSPENSE: 19 March 1951

3 March 1951

(Date)

SUBJECT: Efficiency Rating on Col Matthew Baird, (3Jan51-28Feb51)

TO: Mr Murray McConnell,

25X1A

Attached hereto is draft of efficiency rating on subject officer. Request that this be completed in manner outlined in Administrative [REDACTED] dated 27 September 1950 and returned by suspense date indicated above. Copies of "Instructions for Preparation of Armed Forces Efficiency Reports" have been furnished your Division to assist in preparation of these reports, however, if specific problems develop, we will be happy to be of assistance in solving them.

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[REDACTED]  
Lt Col [REDACTED], USAF  
Chief, Mil. Per. Division

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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27 September 1950

SUBJECT: Efficiency Reports on Military Officers.

RESCISSION: Administrative Instruction [REDACTED] dated 1 July 1949.

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1. Efficiency reports will be submitted on military officers on duty with Central Intelligence Agency in accordance with the policy established by the Personnel Policy Board, Office of the Secretary of Defense, on 9 August 1950.

2. The immediate supervisor of a military officer will accomplish efficiency reports at such times as may be required by the parent service of the officer concerned.

3. The following governs the type of efficiency reports to be submitted by the immediate supervisor:

a. Where the immediate supervisor of such officer is a military officer of the same service, the evaluation will be accomplished on the form of, and in the manner prescribed by, the service of the rated officer.

b. Where there is no immediate military supervisor of the same service, the immediate civilian supervisor or the military supervisor of another service will evaluate the rated officer's manner of performance of his assigned duties in letter form. Such report will be attached to the regular service evaluation report which will have the administrative information portion completed.

c. Where indorsements normally are required by a parent service, they will be accomplished by the supervisor of the rater.

d. When an evaluation, whether by a military or civilian supervisor, contains an adverse statement, the procedure to be followed should be in full conformance with the existing regulations of the parent service of the evaluated officer.

4. In the preparation of letter type reports, the rating officer will include any information which will furnish a fair and complete picture of the officer being reported on. In addition, the following should be included, where applicable:

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a. Degree to which the officer reported on exercises judgment in economical management of personnel and resources under his supervision, commensurate with his responsibilities.

b. Degree of acceptance of responsibility toward the control, supervision, direction, and instruction of subordinates, and the degree to which he exacts conformance to standards of conduct and discipline expected of an officer of his service.

c. Compliance with officers' code of conduct with respect to such factors as financial responsibility, trustworthiness, moral character, or any other factor where the officer being reported on has failed to live up to the standard.

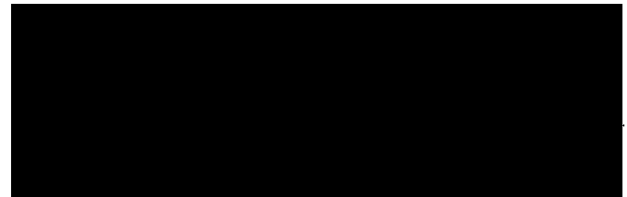
d. Outstanding characteristics which would be useful for future assignment purposes and would affect the performance of duty as an officer in such capacities as attache, staff duty, liaison duty, etc.

e. Growth potential - officer's capacity to assume more important positions, greater responsibilities, efforts toward self-improvement, or any other factor pertinent to a true evaluation of the officer's development potential.

5. The Commanding Officer of the CIA Military Detachment is charged with responsibility for maintaining appropriate records to insure that efficiency reports are prepared and submitted at the proper times and in accordance with appropriate regulations. His office will be the channel of submission of efficiency reports to the appropriate service of the Department of Defense.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Acting Executive

DISTRIBUTION: No. 2

29 November 1950

SUBJECT: Instructions for Preparation of Armed Forces Efficiency Reports

TO:

1. Several questions have arisen relative to preparation of efficiency reports as required by [REDACTED] dated 27 September 1950. The following should cover most of the questions that will arise. In the event there are other questions, please contact Military Personnel Division on Extension 2735 for answers to specific questions not covered below.

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2. Letter type efficiency reports for the various services should be addressed as indicated below:

ARMY: The Adjutant General  
Department of the Army (Original and two copies)  
Washington 25, D.C.

NAVY: Chief of Naval Personnel  
Department of the Navy (Original and two copies)  
Washington 25, D.C.

MARINE: Commandant of the Marine Corps  
Headquarters, U. S. Marine Corps  
Department of the Navy (Original and one copy)  
Washington 25, D. C.

AIR: The Air Adjutant General  
Department of the Air Force (Original and three copies)  
Washington 25, D. C.

In order that all letter reports submitted will be uniform, it is suggested that the form outlined below be used:

\_\_\_\_\_  
(Date)

MEMORANDUM FOR: (Addressee concerned listed above)

SUBJECT: \*Efficiency Report in the case of \_\_\_\_\_  
\_\_\_\_\_ covering  
the period \_\_\_\_\_ to \_\_\_\_\_

1. Body of report

JOHN J. JONES  
Assistant Director(or whatever it is)  
Indorsing Officer

NOTES: \*Army Term is Efficiency Report  
Navy Term is Fitness Report  
Marine " is Fitness Report  
Air " is Effectiveness Report

\*\*This is only a sample. Rater and Indorser should put title here but leave out Office title for security reasons, i.e. OFC, ORE, OSO, etc. Also Chief of Division should be used in lieu of "Chief, Western European Division", etc.

3. No indorsing officer is required on Navy or Marine Corps Fitness Reports. On Air Force Effectiveness Reports no indorsing officer is required in cases where the immediate supervisor of the rater is a civilian or officer of another service.

4. As these efficiency reports are reviewed by promotion boards and other personnel in the Departments, the rater and indorser should make certain that classified matter is not mentioned.

Major, USAF  
Chief, Military Personnel Division

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